

Public Safety Telecommunicator

The Willimantic Switchboard Fire Chiefs Association is accepting applications for the position of Part Time Public Safety (911) Telecommunicator with potential for a Full Time position.

Essential Job Functions and Minimum Qualifications include but not limited to:

Receive and transmit 911 calls and administrative messages over a combined police, fire, and emergency medical communications system. Receive complaints and general requests, via telephone and walk-ins, for police, fire and emergency medical services and dispatch calls to proper personnel.

- **Ability to speak, write and understand the English language clearly**
- **Ability to learn communications procedures and policies and learn area geography.**
- **Ability to operate sophisticated computer based communications equipment and multi-line phone systems**
- **Ability to effectively communicate and elicit information quickly and accurately under stressful conditions with little to no supervision**
- **Ability and knowledge to solve complex problems**
- **Ability to multi-task and be able to maintain composure during stressful situations.**
- **Ability to interact well with co-workers, supervisors, and the general public required**
- **Must be able to see objects closely, as in typing, reading a report, using a computer or monitoring video display screens**
- **Must be able to hear normal sounds with background noise, distinguish voice patterns and communicate with speech as in using a telephone and two-way radio communications.**

Applicants must be a U.S. citizen, have a valid drivers license, possess a high school diploma or GED, have no felony arrests, pass oral interviews and a comprehensive background investigation.

Preference will be given to those applicants who have 2 years prior dispatching experience in emergency services or have passed the Connecticut Police Chiefs Dispatcher Exam within the last 12 months.

Work can include holidays, weekdays and weekends on all shifts.

Emergency communications is provided for: Willimantic Police Department, Willimantic Fire Department, Five (5) Volunteer Fire Departments and the Windham Hospital Paramedics.

Applications are available at the Willimantic Police Department 22 Meadow St. Willimantic, CT 06226 or by emailing a request to: wdispatch@willimanticpolice.org

Closing date is July 31, 2018